The City of Springfield
COMMUNITY DEVELOPMENT
Planning & Zoning

CITY OF SPRINGFIELD
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING & ZONING DIVISION

CITY PLANNING BOARD

City Planning Board Staff Reports 2019

Monday, October 7, 2019
7:00 P.M.
City Hall Forum

Agenda
City Planning Board
Springfield, Ohio
Monday, October 7, 2019
City Hall Forum – 7:00 P.M.

1. **Call to Order**

2. **Roll Call**

3. **Approval of Minutes – September 9, 2019** — ACTION

4. **Case # 19-RW-05 Right of Way Vacation** — DISCUSSION & ACTION
   Request to vacate the first alley west of Scott Street from Selma Road north to intersecting alley and the first alley north of Selma Road from Scott Street west 125' to terminus.

5. **Board Comments** — DISCUSSION

6. **Staff Comments** — DISCUSSION

7. **Adjourn** — ACTION

2019 City Planning Board Call to Order: Roll Call

Name	Term Expiration
Charles Harris	03/29/2019
Trisha George	04/12/2019
Kathryn Lewis-Campbell	01/03/2020
Ravi R Shankar	03/05/2020
James Smith	10/24/2020
Charlene Roberge	03/17/2021
Alex Wendt	04/24/2021
Amanda Fleming	01/01/2022
Jack Spencer	06/16/2022

CITY PLANNING BOARD
Springfield, Ohio
Monday, September 9, 2019
7:00 P.M.
City Forum, City Hall

Meeting Minutes
(Summary Format)

Chairperson Charlene Roberge called the meeting to order at 7:00 P.M.

MEMBERS	Ms. Kathryn Lewis-Campbell, Mr. Alex Wendt, Mr. Jack Spencer, Ms. Amanda Fleming, Mr. James Smith, Mr. Shankar and Ms. Charlene Roberge.
MEMBERS ABSENT:	Ms. Trisha George and Mr. Charles Harris.
OTHERS PRESENT:	Stephen Thompson, Planning, Zoning, and Code Administrator and other interested parties.

SUBJECT: Meeting Minutes Approval –July 8, 2019

Ms. Roberge asked for a motion.

Mr. Spencer made a motion to approve the minutes. Seconded by Mr. Harris.

The minutes were approved by voice vote.

SUBJECT: Meeting Minutes Approval –August 12, 2019

Ms. Roberge asked for a motion.

Ms. Spencer made a motion to approve the minutes. Seconded by Ms. Lewis-Campbell.

The minutes were approved by voice vote.

Case # 19-RW-03 Right of Way Vacation Request to vacate the first alley east of Lowry Avenue from Fair Street south to the first intersecting alley.

Mr. Thompson gave the staff report.

Ms. Roberge asked if there were any objections.

Mr. Thompson stated there were none.

Mr. Shankar asked about the request for easement rights and if the owner agreed.

Mr. Thompson stated the owner did agree and explained that the language used in right of way vacations cover the easement rights so there wasn't anything extra the applicant or the city had to do.

Ms. Roberge asked if there were any further questions for Mr. Thompson. Hearing none, Ms. Roberge asked if there was anyone else that wished to speak. Hearing none, Ms. Roberge asked if there was a motion to approve Case # 19-RW-04.

MOTION: Motion Mr. Shankar to approve Case # 19-RW-04 Right of Way Vacation Request to vacate a portion of the right of way in front of 101 S Fountain Ave. Seconded by Mr. Spencer.

YAYS: Ms. Lewis-Campbell, Mr. Wendt, Mr. Spencer, Ms. Fleming, Mr. Smith, Mr. Shankar and Ms. Roberge.
NAYS: None.
Approved by roll call vote 7 to 0.

SUBJECT:

Board Comments: None.

Staff Comments: Mr. Thompson introduced Ms. Amanda Fleming to the board. Mr. Thompson introduced Dr. Baker and his class that sat in on the meeting. The board welcomed Dr. Baker and his students. The students asked the board various questions.

SUBJECT: Adjournment.

Motion to adjourn by Mr. Wendt. Seconded by Mr. Shankar.

Approved by voice vote. Adjourned at 7:05 P.M.

_____

Ms. Charlene Roberge, Chair
Mr. Ravi Shankar, Vice-Chairperson.

Agenda Item # 4

Case #19-RW-05
Right-of-Way Vacation

STAFF REPORT

TO: City Planning Board

DATE: October 2, 2019

PREPARED BY: Stephen Thompson

SUBJECT: Right-of-Way Vacation #19-RW-05

GENERAL INFORMATION:

Applicant:	Brook Willmeth & Karl Proctor, 615 Scott St, Springfield, OH 45505
Requested Action:	Request to vacate the first alley west of Scott Street from Selma Road north to intersecting alley and the first alley north of Selma Road from Scott Street west 125' to terminus.
Petitioner's Comments:	See attached Exhibit C
Adjoining Property Owners:	See attached Exhibit B
File Date:	September 3, 2019

RETURNED REPORTS:

Columbia Gas:	No Objections
Spectrum:	No Objections
AT&T:	No Objections
Ohio Edison:	There are existing underground street lighting facilities for the city within this alley and existing right of way. In order to recommend vacating this drive area, an easement must be secured for occupation of, access and maintenance to these facilities. The city may also consider relocation of the street light.
City Service Department:	The east-west portion of the proposed vacation contains a 24" public sewer. Easement rights shall be maintained.
City Engineer:	No Objections.
Fire Division:	During an inspection of this area, we noted the

	following: 1) There is a white wooden fence that runs from the fence around the lot at the corner of Selma Rd. and Scott St on the NW corner and the building to the W of the alley. This fence has obviously been there quite some time. 2) The space behind the fence (to the N) has tall grass, a large metal shelving unit, and a large amount of debris in it. 3) The portion of the alley that runs W off of Scott St. at end of Ellsworth Ave. has a travel trailer parked at its end where the intersection of the two alleys would be. This looks as if it has been there quite some time.
Police Division:	No Objections
Planning and Zoning:	The alley is not passable as is and it does not have a curb apron on Selma Rd.

STAFF RECOMMENDATION:

Approval of the request to vacate the first alley west of Scott Street from Selma Road north to intersecting alley and the first alley north of Selma Road from Scott Street west 125' to terminus.

ATTACHMENTS:

1. Vicinity map
2. Petition with petitioner's comments

Right of Way Vacation Case # 19-RW-05 Scott St.

The City of Springfield
COMMUNITY DEVELOPMENT
Planning & Zoning

FOR PLANNING USE ONLY
Case #: 19-80
Date Received: 9-3-19
Received by: JLS
Application Fee: $ 90.00
Review Type:
☐ Admin ☒ CPB ☐ BZA

19-RW-05

A. PROJECT GENERAL APPLICATION

1. Application Type & Project Description *(attach additional information, if necessary):*

Right of Way Vacation

2. Address of Subject Property: NA

3. Parcel ID Number(s): NA

4. Full legal description attached? ☐ yes ☑ no

5. Size of subject property: NA

6. Existing Use of Property: Alley

7. Existing Zoning of Property: NA

B. APPLICANT

1. Applicant's Status *(attach proof of ownership or agent authorization)* ☐ Owner

☐ Agent *(agent authorization required)* ☒ Tenant *(agent authorization required)*

2. Name of Applicant(s) or Contact Person(s): KARL PROCTOR & BROOKE A WILLMOTH

Title: Home Owner

Company (if applicable): N/A

Mailing address: 615 Scott St

City: Springfield State: OH ZIP: 45505

Telephone: (937) 509-2989 FAX: ( )

Email KMP120985@yahoo.com

3. If the applicant is agent for the property owner:
Name of Owner (title holder): SELF

Mailing Address: 615 Scott St

City: Springfield State: OH ZIP: 45505

C. Additional Information

1. Is there any additional contract for sale of, or options to purchase, the subject property? ☐Yes ☒No

If "yes," list names of all parties involved:
N/A

Is the contract/option contingent or absolute? ☐Contingent ☐Absolute

I/WE CERTIFY AND ACKNOWLEDGE THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY/OUR KNOWLEDGE.

Signature of Applicant

Signature of Co-applicant

Karl M Proctor
Typed or printed name and title of applicant

Brooke Ann Willmeth
Typed or printed name of co-applicant

State of Ohio
County of Clark

The foregoing instrument was acknowledged before me this 3rd day of September, 2019 by Brooke Ann Willmeth (name of person acknowledged).

(seal)

SARAH A. GILLIS
Notary Public, State of Ohio
My Comm. Expires July 23, 2022

Sarah A. Gillis
Notary Public Signature

My commission expires: _____

EXHIBIT C

To whom it may concern,

I, Karl Proctor, am requesting the right of way vacation for the alley that has yellow dashes on the exhibit A picture that is attached. I own both houses on both side of the alley. Also, I am asking for it due to it is the only way I have into my garages. The alley that runs east and west, at the west end there is already a gate there placed by the company that has the other half and it dead ends into my property line. The alley running north and south I am only asking for the section that runs behind my houses at 655 and 651 Scott Street and drew a back line where my property stops. I own all the houses and when I purchased them there was a fence at the back of the property line of 655. The fence was there running east and west along the property line of 655 Scott street. The alleys dead end and have no exit, so I ask for them to be vacated to me as I own all properties they run through and behind and will not affect anyone else, in addition to it is the only way I have to get into my garages. Thanks for your time and have a great day.

Sincerely,

Karl Proctor

2019 CITY PLANNING BOARD ATTENDANCE

BOARD MEMBERS		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
		7	11	11	8	13	10	8	12	9	7	14	9
Ravi R. Shankar Reso. 5967	3-05-2017 3-05-2020	P	P	P	P	P	P	P	A	P			
Charlene Roberge Reso. 5878	3-17-2018 3-17-2021	P	P	P	P	P	P	P	P	P			
Kathryn Lewis-Campbell Reso. 5960	12-23-2013 01-03-2020	P	P	A	A	P	P	A	P	P			
Jeanette Anderson Reso. 5912	1-1-2019 1-1-2022	P	P	P	A	P	P	A	P	n/a			
Charles Harris Reso. 5927	03-29-2016 03-29-2019	P	P	P	P	A	P	P	A	A			
Trisha George Reso. 5772	4-02-2013 4-12-2019	P	A	P	P	P	P	P	P	A			
James Smith Reso. 5987	10/24/2017 10/24/2020	P	P	P	P	P	A	P	A	P			
Alex Wendt Reso. 6006	4/10/2018 4/24/2021	P	P	P	A	P	A	P	A	P			
Jack Spencer Reso. 6055	7/18/19 7/22/22	N/A	N/A	N/A	N/A	N/A	N/A	P	P	P			
Amanda Fleming	8/27/2019 1/01/2019	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	P			

NOTE: The first date shown is the most recent appointment/reappointment date. The second date represents the most recent term's expiration. The City Commission Resolution is also listed.

CITY OF SPRINGFIELD
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING AND ZONING DIVISION
CITY PLANNING BOARD AND BOARD OF ZONING APPEALS MEETING DATES

City Planning Board
Regular Meeting - First Monday following the First Tuesday of the Month
7:00 P.M. - City Forum, City Hall, 76 E. High St., Springfield, Ohio

City Planning Board Meeting Date:	Preliminary or Combined Subdivision Application Deadline:	Lotsplit Variance, Rezoning, and Final Subdivision Application Deadline:
January 8, 2018	December 11, 2017	December 18, 2017
February 12, 2018	January 12, 2018	January 22, 2018
March 12, 2018	February 16, 2018	February 16, 2018
April 9, 2018	March 12, 2018	March 19, 2018
May 7, 2018	April 9, 2018	April 16, 2018
June 11, 2018	May 14, 2018	May 21, 2018
July 9, 2018	June 11, 2018	June 18, 2018
August 13, 2018	July 16, 2018	July 23, 2018
September 10, 2018	August 13, 2018	August 20, 2018
October 8, 2018	September 10, 2018	September 17, 2018
November 14, 2018 *	October 15, 2018	October 22, 2018
December 10, 2018	November 12, 2018	November 19, 2018

Board of Zoning Appeals
Regular Meeting-Third Monday of the Month
7:00 P.M.- City Forum, City Hall, 76 E. High St., Springfield, Ohio

Board of Zoning Appeals Meeting Date:	Application Deadline:
January 17, 2018 *	December 21, 2017
February 21, 2018 *	January 29, 2018
March 19, 2018	February 26, 2018
April 16, 2018	March 26, 2018
May 21, 2018	April 30, 2018
June 18, 2018	May 25, 2018
July 16, 2018	June 25, 2018
August 20, 2018	July 30, 2018
September 17, 2018	August 27, 2018
October 15, 2018	September 24, 2018
November 19, 2018	October 29, 2018
December 17, 2018	November 26, 2018

*Denotes meeting day changed to Wednesday due to holiday.

Effective Date: December 2017
Prepared by the Planning and Zoning Division

Commission Meetings
City Holidays

2019 CITY COMMISSION CALENDAR

JANUARY 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2019						
Su	M	Tu	W	Th	F	Sa
Retreat					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2019						
Su	M	Tu	W	Th	F	Sa
Election Day			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2019						
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2019						
Su	M	Tu	W	Th	F	Sa
Election Day		Budget Meetings			1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2019 Important Dates: Wednesday, Jan. 1, 2020 – City Holiday
Thursday, Jan. 2, 2020 – Organizational Meeting